

MILITARY DEPARTMENT  
OFFICE OF THE ADJUTANT GENERAL  
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CAJS-J1-SP

13 April 2009

## MEMORANDUM FOR State Civil Service Employees

SUBJECT: Updates to the Furlough Program  
State Personnel Programs Policy Memorandum 2009-04

1. On 10 March 2009, the Department of Personnel Administration (DPA) published Program Memorandum Liaison (PML) 2009-013 which addresses changes to the current furlough program for State Civil Service (SCS) employees.
2. PML 2009-013 also addresses potential changes for State Employee International Union (SEIU) 1000. These changes for the SEIU employees will take effect retro-active to February 2009 once the State Legislature has approved the agreement ratified by SEIU 1000. To date, the legislature has not ratified these changes. We will send out another Policy Memorandum once they become law. Until changes are published, the furloughs will continue to be two days per month for all SCS employees.
3. PML 2009-013 also authorizes departments to go to a self directed furlough program. The California Military Department's current policy now allows employees to request changes with supervisor's approval; however supervisors must clear the change with their respective Director or Commander.
4. On 8 April 2009, PML 2009-019 was published which allows Work Week Group 2 (WWG 2) employees to use their furlough hours in hourly increments.
5. State Personnel will post a copy of this policy memorandum on our website at <http://www.calguard.ca.gov/casp>. Please feel free to call our office at (916) 854-3310 if you have any questions.

FOR THE DIRECTOR, JOINT STAFF:

*Jeffrey W. Magram (13 Apr 09)*  
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